



Dear Concord Christian Families,

Concord Christian School has now partnered with ChefAdvantage and MySchoolAccount.com for the managing of our lunch service, payments and preorders. MySchoolAccount.com offers you the ability to make deposits directly into your children's account. MSA allows you to track what your children have purchased for the past 30 days, transfer funds between students and have an email reminder sent to you when an account balance gets low. Deposits and payments can be made through ACH (checking or savings) or Credit Card payments*.

In order to take advantage of this service, you will need to create a parent account. This requires you to:

1. Go to www.myschoolaccount.com.
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."

Select **TN** for the state

Create a User ID and Password

Choose **Concord Christian School** from the "School District" drop down menu.

Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your children's information. To do this, you will need to:

1. Go to www.myschoolaccount.com and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. You will need each of your children's RenWeb ID numbers to add each student. **
4. After the students are added you will be able to view account activity and make payments to the student account.

Note: A parent account can be linked to many children, but a child can only be linked to one parent.

***There will be a per transaction convenience fee of \$2.00 at check out for Checking/Savings and 4.75% for credit/debit. These convenience fees are only associated to financial deposits and not necessarily purchases or preorders.**

Any money that is not spent by the end of the school year will be available the following school year.

Sincerely,
ChefAdvantage

* Questions regarding the www.myschoolaccount.com service should be directed to support@myschoolaccount.com.

** RenWeb Student's ID #, Elementary families will receive RenWeb ID numbers when they visit classes at Concord's Back 2 School Kickoff. Middle and high school students will receive their student ID's on the first day of school. Student ID numbers are the RenWeb ID number.